

July 17, 2003

SDWSRF APPLICATION MATERIAL- General

The application packet for the SDWSRF funding is enclosed pursuant to your recent response to the statement of interest. We appreciate your interest in this program and are committed to providing any assistance you may need in understanding and completing the application. If you are uncertain as to the eligibility of any part of your project, or have questions regarding the application process, please contact the District Office identified below for clarification. Should you desire, staff from the District Office will be pleased to meet with you to discuss your project and the funding application requirements. In addition, you may wish to refer to the website for the SDWSRF program at <http://www.dhs.ca.gov/ps/ddwem/SRF/SRFindex.htm>.

The application packet consists of the following documents:

1. Application Guidelines – (2003)
2. Application for Construction Funds – (2003/2004 cover date)
3. Special Notice to Smaller Water Systems Regarding Federal Cross Cutting Requirements - (July 2003)
4. Environmental Guidelines, Worksheet & related information (July 2003)
5. Security & Conservation Statement (July 2003)
6. Technical, Managerial and Financial (TMF) Capacity Assessment Criteria & Capacity Assessment Form Community Water System Applying for SRF Funding (July 9, 2002; June 5, 2002)
7. Safe Drinking Water State Revolving Fund Regulations (November 2002)
8. Map & Listing of the Department's Drinking Water Program District Offices – (June 2003)

A complete application for this project must be submitted no later than **December 31, 2003**, in order to be considered for funding under the 2003 Statement of Interest. Systems that do not submit a complete application by December 31, 2003, will be by-passed for this funding cycle. If your project is by-passed, the project application will not be processed until a new invitation to apply is offered to your system for the project in a future funding year.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

The SDWSRF processes funding applications in the order complete applications are received. Technical, financial, and environmental reviews of each completed application are conducted to determine whether the proposed project meets fundability requirements for this program. The SDWSRF Program will make funding offers to applicants whose projects meet the fundability requirements, subject to the availability of funds. Funding offers under the 2003 Statement of Interest will first be extended to the highest ranked projects that complete the application and review process.

The SDWSRF funding offer is made through a formal Notice of Application Acceptance (NOAA). We normally try to complete the review of a completed application and issue a NOAA or denial within 150 days of receipt of a completed application. In addition to offering funding, the NOAA generally includes any special conditions to be met prior to entering into a formal funding contract. Applicants are advised that, should a funding offer be made, the system ***must enter into a formal funding contract within 12 months of receiving a NOAA.***

The funding offer for a particular project may be delayed based on its lower ranking. [e.g. Water District Alpha (project rank B, 10 bonus points) and Water Agency Bravo (project rank C, 30 bonus points) both submit complete applications before December 31, 2003; both projects are found to meet the financial, technical, and environmental review criteria. An offer of funding (NOAA) will be made by the SDWSRF to the Alpha project before a NOAA is sent for the Bravo project.] Offer of funding may also be delayed until another federal funding allocation is received if the current funding allocation is fully obligated. However, a minimum of 15 percent of funds are reserved for small water system applicants with less than 10,000 population served.

Please note that an ***application number*** has been assigned to this project. This number should be utilized on all correspondence with DHS concerning the project to distinguish this project from any other requested by your water system. Thank you for your interest in the SDWSRF funding program. If you are missing any of the items listed above, please contact Gloria Madrid at (916) 323-6111.

Sincerely,

Robin R. Hook, Chief
Safe Drinking Water State Revolving Fund and
Small Water System Section

Enclosure